

Chief, Management Staff

March 1963

Chief, Records Management Staff

Weekly Report - Week Ending 5 March 1963

1. Contributions

a. Tangible

- (1) Completed 14 new and revised forms and eliminated 6 obsolete ones.
- (2) Assisted the Office of General Counsel in retiring 3 cu. ft. of inactive records.
- (3) Destroyed 1 cu. ft. of records in conjunction with installing a filing system in the Office of Personnel and made available an additional 1½ cu. ft. of safe space by rearrangement of records.
- (4) In collaboration with [REDACTED] modified the procedure in the VM Vault to discontinue the listing of over 300,000 punch cards annually, thus saving the listings of over 15,000 pages of printed matter.
- (5) The Records Center received 53 cu. ft. of inactive records and destroyed 16 cu. ft.

25X1A9a

b. Intangible

- (1) Suggested to the Procurement Division/DL, that the present stock of Letterex be replaced because of inferior quality.

2. Assignments - Active

a. Audit of Records Control Schedules.

- (1) Office of Personnel.
- (2) OPM.
- (3) Building Planning Staff
- (4) Office of DDC/S.

Sanitized - Approved For Release:

CIA-RDP70-00211R000200180090-0

b. Installation of Filing Systems.

(1) OPA

(2) Office of Personnel.

c. Twenty-six new and revised forms in process.

d. Revision of Travel Order, Form No. 340. Met with representatives of Finance Division and Central Processing Branch to discuss procedures and changes in the form.

e. Forms Management Survey, Printing Services Division. Completed two new forms.

f. Shelf File Installations.

(1) Library/OCR. Space layout being developed.

25X1A8a (2) [REDACTED] CO. Plans continuing for a test

(3) Map Library/OCR. Specifications in process for an installation.

g. Filing System for Biographic Profile, Office of Personnel.

h. Assignments - Inactive

a. [REDACTED] Space Layout and Equipment Survey

b. Industrial Register, Shelf File.

c. Security Office, Shelf File.

d. Survey Vital Personnel Records.

e. Graphics Register Index.

i. News

25X1A13a

a.

b. Eight members of this Staff attended the monthly [REDACTED] Luncheon to hear the Deputy Comptroller General speak on Comprehensive Audit of Financial Records.

25X1X8

25X1A6a

25X1A9a

25X1A9a

Mgt/S/RMS [REDACTED] jm (7 Mar '58)

10 5/7/58

Sanitized - Approved For Release:

CIA-RDP70-00211R000200180090-0